



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361 -0001

IN REPLY REFER TO

NAVAIRINST 5120.1E
AIR-7104
22 Feb 93

NAVAIR INSTRUCTION 5120.1E

From: Commander, Naval Air Systems Command

Subj: UNITED STATES SAVINGS BONDS PROGRAM

Ref: (a) SECNAVINST 5120.3G

1. Purpose. To publish policy and organization for the conduct and promotion of the United States (U.S.) Savings Bonds Program.
2. Cancellation. This instruction supersedes NAVAIR Instruction 5120.1D of 11 February 1986. Since this is a major revision, changes have not been indicated.
3. Scope. This instruction applies to the Naval Air Systems Command Headquarters (NAVAIRHQ) and those activities receiving NAVAIRHQ support under a memorandum of agreement such as Program Executive Officers (PEO's), Direct Reporting Program Managers (DRPM's), and Naval Air Warfare Center (NAVAIRWARCEN). It does not apply to PEO (Cruise Missile Project and Unmanned Aerial Vehicles Project).
4. Information. The Secretary of the Navy announces the annual U.S. Savings Bonds Campaign (1 April to 1 May) by issuing a SECNAV Notice 5120 during the month of February. Campaign coordinators not receiving campaign material will obtain the required material from the Bureau of Naval Personnel, Navy Savings Bonds Administrator (Pers-662J), Arlington Annex, room 1706, telephone number 703-697-6621.
5. Policy. Per reference (a), it is the policy of the Department of the Navy to make available the Payroll Savings Plan for civilian personnel and the Savings Bonds Allotment Plan for military personnel for the purchase of U.S. Savings Bonds. Participation in these plans by all personnel will be enthusiastically encouraged and be on a strictly voluntary basis. Any solicitation practice that suggests compulsion or which may be construed as pressure will not be condoned.
6. Organization
 - a. NAVAIRHQ, PEO, DRPM, and NAVAIRWARCEN will be organized as follows:



22 Feb 93

Chairperson	Commander, Naval Air Systems Command (COMNAVAIR).
Vice chairperson	NAVAIRHQ group heads. Assignment rotated each year. (See paragraph 6b below)
Campaign coordinator	Provided by vice chairperson.
Head keyworker for each NAVAIRHQ group and staff office, PEO, DRPM, and NAVAIRWARCEN	Designated by NAVAIRHQ group heads and staff office heads, PEO's, DRPM's, and NAVAIRWARCEN.
Keyworkers for each office and division	Designated by office head/division director as required. (Keyworkers are assigned on the basis of one every 30 employees.)

b. The vice chairperson assignment is rotated each year in the order shown below:

<u>Calendar/Campaign Year</u>	<u>Group Responsible</u>
1992	AIR-08
1993	AIR-02
1994	AIR-07
1995	AIR-05
1996	AIR-01
1997	AIR-04
1998	AIR-08
1999	AIR-02

7. Responsibilities

a. Vice chairpersons are responsible for:

(1) overall planning for and supervision of conduct of the U.S. Savings Bonds Campaign with special emphasis on ensuring that the campaign fully meets the spirit of volunteerism outlined in paragraph 5 of reference (a);

(2) selecting a campaign coordinator to ensure that campaign activities run smoothly; and

(3) upon notification of an annual U.S. Savings Bonds Campaign, providing the name, code, and telephone number of the savings bonds campaign coordinator to the Communications Management Section (AIR-71043) to facilitate program coordination and distribution of informational material.

22 Feb 93

b. Campaign coordinators are responsible for:

(1) planning and conducting the U.S. Savings Bonds Campaign;

(2) distributing campaign material and handling reporting requirements; and

(3) maintaining a roster of and instructing head keyworkers on the conduct of the campaign with special emphasis on ensuring that the campaign fully meets the spirit of volunteerism outlined in paragraph 5 of reference (a).

c. Head keyworkers are responsible for:

(1) planning and conducting the U.S. Savings Bonds Campaign within their offices;

(2) ensuring that the spirit of volunteerism is maintained;

(3) requesting division directors to designate keyworkers;

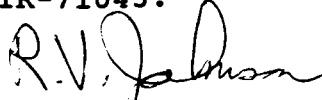
(4) instructing and providing campaign material to keyworkers; and

(5) forwarding allotment authorizations and appropriate reports to the campaign coordinator.

d. Keyworkers are responsible for soliciting the purchase of U.S. Savings Bonds from persons assigned to them. Keyworkers must be fully prepared to explain the advantages of investing in U.S. Savings Bonds and must ensure that they respect the spirit of volunteerism in their solicitations.

22 Feb 93

8. Action. NAVAIRHQ group heads and staff office heads, PEO's, DRPM's, and NAVAIRWARCEN will appoint a head keyworker for their respective offices. Names, codes, with room and telephone numbers of head keyworkers, will be submitted by memorandum to the campaign coordinator, copy to AIR-71043.


R. V. JOHNSON
Deputy Commander

Distribution: FKA1A (established quantity) others 2 copies
SNDL: A1J1A; A1J1B; A1J1J; FKA1A (Deputy Commanders, Assistant Commanders, Comptroller, Command Special Assistants, Designated Program Managers, Directorate Directors, and Office and Division Directors); FKR6

Copy to: (2 copies each unless otherwise indicated)
SNDL: C21 (1 copy); FKA1A (AIR-07D A/L (1 copy), AIR-71044 (3 copies), AIR-71043B (20 copies), AIR-7104 (5 copies)

Stocked: NAVAIRHQ (AIR-71043B)